



CABINET FOR HUMAN RESOURCES  
COMMONWEALTH OF KENTUCKY  
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE  
"An Equal Opportunity Employer M/F/D"

KASES Network Memo No. 26

TO: Staff, Division of Child Support Enforcement  
All IV-D Agents

FROM: Steven L. Blank, Director *SLB*  
Division of Child Support Enforcement

DATE: April 21, 1994

SUBJECT: Automated Notice of Right to Request Review (Form  
CS-141A)

The Family Support Act of 1988 and 45 Code of Federal Regulations Section 303.8 specify that parents who are subject to a child support order must be notified that they can request a modification review of their support obligation. The Notice of Right to Request Review (Form CS-141A and Form CS-141) gives absent parents and parental/nonparental clients a one-time notification of their right to request a modification review.

The CS-141A is the automated form which will be mass-mailed in late April on a one-time only basis. The CS-141 is the manual form which will be completed for cases on the Child Support (CS) System after the initial, mass mailing. The CS-141 is also the automated form which will be generated by the Kentucky Automated Support and Enforcement System (KASES) after the initial, mass mailing.

The CS-141A will be sent to participants on KASES who are associated with an active, current support order (CSUP) case and who have a good MAIL address. Each participant (absent parent or parental/nonparental client) will receive only one CS-141A, regardless of how many active, current support cases he or she is associated with. The CS-141A will list the participant's MPI number.

The CS-141A will be sent to absent parents and parental/nonparental clients on the CS System who are in an active, current support order case and who have a good address in the system. Each absent parent and client need to receive only one CS-141A but may receive more than one because there is no way to program the CS System to omit sending the CS-141A to someone who has already been sent the form. The CS-141A will list the absent parent's IV-D number.

The CS-141A and CS-141 will not be sent for interstate cases when Kentucky is the responding state because the initiating state is responsible for notifying parents of their right to request a modification review. Participants in interstate cases on KASES identified by the status code R (responding - incoming) will not receive either a CS-141A or a CS-141.

After the mass mailing of the CS-141A in late April, the CS-141 will be sent to absent parents and parental/nonparental clients with a good mailing address when an initial, current support order is added to either system.

The CS-141 will be generated by KASES for participants with a good MAIL address when an initial, current support order (CSUP) is added to the system. KASES will not generate a CS-141 for a participant who has already received the form.\* The CS-141 will list the MPI number of the participant who is receiving the form and the child(ren) associated with the case that made the CS-141 generate.

\* A file will be created by the mass mailing of the CS-141A. This file will be used to change each participant's CS-141 indicator code to "Y" and to create an event at the participant level to show that a CS-141A has been sent.

The CS-141 must be completed manually for Jefferson County cases on the CS System. It does not need to be completed for either an absent parent or a parental/nonparental client who has already received the form. The absent parent's IV-D number will be entered on the manually completed CS-141, along with the child(ren) who are in the IV-D case.

KASES has been modified to add an event at the participant level to show that a CS-141A or CS-141 has been sent. It also has been modified to add a CS-141 indicator code at the participant level to show one of the following:

Y = Yes for sent,  
N = No for not sent, and  
P = Pending for needs to be sent.

The CS-141 indicator code defaults to "N" when a participant is added to KASES. It changes to "P" when an initial, current support order (CSUP) is added. It changes to "Y" when the CS-141 is automatically generated.

The CS-141 indicator field is updatable because a CS-141 may be returned due to an incorrect address. If a CS-141 is returned because a participant's mailing address is incorrect, a

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caseworker must complete the following actions to ensure that the participant will receive a CS-141 when the participant's correct address is entered into KASES.

Assign OLD address type to the participant's incorrect MAIL address and change the participant's CS-141 indicator code to "P." Complete whatever action is needed to get a good address. Enter the good address into KASES as a MAIL address. KASES will then automatically generate another CS-141 for the participant and change the participant's CS-141 indicator code to "Y."

Area office caseworkers and contracting official caseworkers can expect to receive inquiries after the CS-141A has been mailed in late April. Staff should note that either the absent parent or the parental/nonparental client must request a modification review of the support obligation in writing.

For information about the review and modification process, area office caseworkers can refer to Manual Section 37.000, Review and Modification of Kentucky Support Orders; Manual Subsection 13.080, Interstate-In - Review and Modification of Support Orders; and Manual Subsection 13.130, Interstate-Out - Review and Modification of Support Orders.

Contracting official caseworkers can refer to Handbook Section 27.000, Review and Modification of Kentucky Support Orders; Handbook Subsection 21.060, Interstate-In (URES) - Review and Modification of Support Orders; and Handbook Subsection 21.090, Interstate-Out (URES) - Review and Modification of Support Orders for information about the review and modification process.

THIS KASES NETWORK MEMO APPLIES TO JEFFERSON COUNTY AREA OFFICE AND CONTRACTING OFFICIAL STAFF AS WELL AS TO ALL STAFF ON KASES.

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors  
IV-D Agents - Compliance Analysts

